United Nations ST/SGB/2007/7

Secretariat

15 February 2007

Secretary-General's bulletin

Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by Secretary-General's bulletin ST/SGB/2002/11, and for the purpose of establishing the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by Secretary-General's bulletin ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States:

(a) Assists the Secretary-General in ensuring the full mobilization and coordination of all entities of the United Nations system, with a view to facilitating the coordinated implementation of and coherence in the follow-up and monitoring of the Programme of Action for the Least Developed Countries for the Decade 2001-2010 ("Brussels Programme of Action") and the Almaty Programme of Action: Addressing the Special Needs of Landlocked Developing Countries within a New Global Framework for Transit Transport Cooperation for Landlocked and Transit

[1] The mandate of the Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States derives from General Assembly resolution 55/279, in which the Assembly endorsed the Programme of Action for the Least Developed Countries for the Decade 2001-2010. This resolution was subsequently complemented by Assembly resolution 56/227, whereby the Assembly decided to establish the Office, in accordance with the functions recommended by the Secretary-General in his report (A/56/645).

07-24228 (E) 200207

Developing Countries ("Almaty Programme of Action") at the country, regional and global levels;

(b) Provides coordinated substantive support to the General Assembly and the Economic and Social Council in assessing the progress and conducting the annual review of the implementation of the Brussels Programme of Action and the Almaty Programme of Action;

(c) Supports, as appropriate, the coordinated follow-up of the implementation of the Brussels Programme of Action, the Almaty Programme of Action, the Programme of Action for the Sustainable Development of Small Island States ("Barbados Programme of Action") and the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States ("Mauritius Strategy");

(d) Undertakes appropriate advocacy work in favour of the least developed countries, landlocked developing countries and small island developing States, in partnership with the relevant entities of the United Nations system, as well as with the donor community, private sector, civil society, non-governmental organizations, media, academia and foundations;

(e) Assists the Secretary-General in mobilizing international support and resources for the implementation of the Brussels Programme of Action, the Almaty Programme of Action, the Barbados Programme of Action and the Mauritius Strategy;

(f) Provides appropriate support to group consultations of least developed countries, landlocked developing countries and small island developing States.

2.2 The Office is divided into organizational units, as described in the present bulletin.

Section 3
Under-Secretary-General and High Representative

3.1 The Under-Secretary-General and High Representative is accountable to the Secretary-General.

3.2 The Under-Secretary-General and High Representative is responsible for the overall direction, supervision and management of the Office in the implementation of its mandates and approved programme of work. He/she engages in high-level consultations with Member States, organizations of the United Nations system, multilateral financial institutions and civil society groups, and assists the General Assembly and the Economic and Social Council in their reviews and assessments of progress achieved in the implementation of the above-mentioned programmes of action for the three groups of countries.

Section 4
Office of the Under-Secretary-General and High Representative

4.1 The Office of the Under-Secretary-General and High Representative is headed by a Director, who deputizes for the Under-Secretary-General and High Representative. The Director is accountable to the Under-Secretary-General and High Representative.

4.2 The core functions of the Office include:

(a) Advising the Under-Secretary-General and High Representative on issues and problems of policy and management;

(b) Acting as focal point for information on all aspects of the work of the Office and ensuring that such information is disseminated internally and projected externally, as appropriate;

(c) Consulting, negotiating and coordinating with other departments, offices, funds and programmes, as well as with non-United Nations entities, on matters of common concern.

Section 5
Policy Development and Coordination, Monitoring and Reporting Service

5.1 The Policy Development and Coordination, Monitoring and Reporting Service is headed by a Chief, who is accountable to the Under-Secretary-General and High Representative.

5.2 The Service consists of three units, one each for the least developed countries, landlocked developing countries and small island developing States, respectively.

5.3 The core functions of the Service are as follows:

(a) Monitoring the implementation of the Brussels Programme of Action, the Almaty Programme of Action, the Barbados Programme of Action and the Mauritius Strategy;

(b) Reporting annually to the respective legislative organs on the implementation of the Brussels Programme of Action and the Almaty Programme of Action;

(c) Providing substantive support to the General Assembly and the Economic and Social Council;

(d) Enhancing and strengthening linkages and partnerships with all constituents and interested parties to mobilize international support and resources in favour of least developed countries, landlocked developing countries, and small island developing States.

Section 6
Advocacy and Outreach Unit

6.1 The Advocacy and Outreach Unit is headed by an Advocacy and Outreach Officer, who is accountable to the Under-Secretary-General and High Representative.

6.2 The core functions of the Unit are as follows:

(a) Assisting the Under-Secretary-General and High Representative in his/her global advocacy activities;

(b) Establishing and strengthening contacts with the private sector and civil society organizations and non-governmental organizations;

(c) Developing advocacy strategies, tools and products, including the website of the Office.

Section 7
Relations with other entities of the United Nations system

To ensure the implementation of the commitments of the Brussels Programme of Action, the Almaty Programme of Action, the Barbados Programme of Action and the Mauritius Strategy and to facilitate partnerships with other entities in the Secretariat, the Office is a member of and participates in the meetings of the Executive Committee on Economic and Social Affairs and the United Nations Development Group. The Office also participates in regional consultation meetings.

Section 8
Final provisions

The present bulletin shall enter into force on 15 February 2007.

(*Signed*) **Ban** Ki-moon
Secretary-General